

MAGOR WITH UNDY COMMUNITY COUNCIL

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Dear Councillor

You are hereby summoned to attend the Human Resources (HR) Committee Meeting of Magor with Undy Community Council to be held in **Ebenezer Baptist Church Schoolroom** on **Monday 24th February 2020 at 7.15pm** (following Planning Committee Meeting) for the purpose of transacting the following business:

Councillors are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct.



Beverly Cawley
Clerk to the Council

18th February 2020

AGENDA

1 Chair's Announcements Chair's Announcements

- 1.1 To receive and accept apologies for absence from Councillors

2 Declarations of interest in items on the agenda – Forms to be completed

- 3 To Resolve - Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted**

4 Job Re-evaluation

- 4.1 To re-evaluate the grade for the Admin Assistant based on the current role and responsibilities and in line with her current contract and job description

5 Village Warden Litter Pickers

- 5.1 To consider draft business case for the creation of a new position and advert for Ad Hoc Village Warden Litter Picker as previously discussed, for presentation to Full Council
- 5.2 To consider the issue of a bespoke uniform for the Village Warden/Litter Pickers eg. Hi-Viz waistcoats/coats and trousers/polo shirts etc.

6 Contracts

- 6.1 To consider the need to draw up a Recruitment & Retention policy
- 6.2 To receive an update on the proposal to pay holiday entitlement to the Village Warden Litter Pickers
- 6.3 To consider the issue of a Staff Handbook to all staff

To: Cllrs S Raggett (Chair), S Bailey, M Bisi, G Cook, F Taylor, K Plow and J Wilson